



CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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| DEPARTMENT: | CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY | RELEASE DATE: | Wednesday, December 23, 2009 |
| POSITION TITLE: | CEA 3, ASSISTANT SECRETARY – Emergency Preparedness | FINAL FILING DATE: | Monday, January 11, 2010 <i>or until filled</i> |
| CEA LEVEL: | CEA 3 | EXTENDED FINAL FILING DATE: | |
| SALARY RANGE: | \$ 8,594.00 - \$ 9,476.00 / Month | BULLETIN ID: | 12232009_2 |

POSITION DESCRIPTION

The Assistant Secretary, Program and Fiscal Affairs, reports to the Undersecretary, Program and Fiscal Affairs. The position serves as a member of the Secretary's Executive Staff. The position formulates, analyzes, revises, interprets, and evaluates program and fiscal policies for multiple departments under the jurisdiction of the Health and Human Services Agency and is responsible for the management and coordination of major Agency programs which include Emergency Preparedness, Obesity Prevention, Pandemic Influenza, H1N1 Virus, Golden Guardian, Strategic Stockpile, EP Federal Reporting, Licensing and Certification, Security breaches, EMT licensing and disciplinary programs, Food Safety, Radiologic Health—transfer of federal land to private sector, Ryan White Care Grant reporting, and Border Health.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military

duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Sufficient knowledge of the organization, mission and statutory environment of the California Health and Human Services Agency to allow the Career Executive Assignment appointee to function effectively in a policy-influencing assignment. In appraising experience, weight will be given to the following desirable qualifications:

- a. Knowledge of the Health and Human Services Agency and its departments, including broad-based background of their administrative, program, fiscal, and legislative policies and procedures.
- b. Knowledge of and demonstrated effectiveness in implementing initiatives and policies such as Licensing and Certification and security breaches.
- c. Knowledge of public health policies and issues such as Emergency Preparedness, Obesity Prevention, Pandemic Influenza, H1N1 Virus, Golden Guardian, Strategic Stockpile, EP Federal Reporting.
- d. A clear understanding and knowledge of the legislative process and protocol.
- e. An understanding of and ability to represent the Agency's executive policy and perspective to members of the State Legislature, their staff, and other individuals involved in the legislative process.
- f. Ability to establish and maintain effective and beneficial relationships on behalf of the Agency with members of the State Legislature and their staff and other individuals involved in the legislative process.
- g. Demonstrated capacity to work cooperatively and promote partnerships with departments within Agency, State and Federal control agencies, and the Legislature.
- h. Demonstrated knowledge of both state and federal funding procedures, including developing state budget proposals.
- i. Direct managerial experience, preferably in California State service, working with subordinate managers in administrative and policy formulation capacities, or a significant health or human service program.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA 3, ASSISTANT SECRETARY – Emergency Preparedness**, with the **CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination will consist of a screening committee established to screen applications and a three-page statement of qualifications, based on the minimum qualifications and desirable qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge and abilities specifically meet the minimum qualifications and desirable qualifications.

Based on the committee's evaluation of the competitive group, interviews may be conducted with

only the most qualified candidates, if it is determined necessary to make a selection. Interviews may be scheduled in January 2010. Each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies, if they occur within the next 12 months, or a new examination may be scheduled.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- Submit a copy of DD214 or other official discharged documents, if qualifying under Pattern IV.

Applications must be submitted by the final filing date to:

CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY, EXAMINATION UNIT
744 P STREET, MS 8-15-59, SACRAMENTO, CA 95814
ANNIE SERDA-CHAVEZ | 916-657-1764 | ANNIE.SERDA-CHAVEZ@DSS.CA.GOV

ADDITIONAL INFORMATION

Examination questions should be directed to the above contact. Position questions should be directed to Sonia Herrera, CHHS, at (916) 654-3454.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>